

# Maine Workers' Compensation Claims Processing Checklist

## First Report of Injury

### One or more lost workdays?

- If yes, was First Report of Injury (WCB-1) sent to WCB within 7 days?

### Length of disability 7 days or less?

- If yes, was the corrected First Report of Injury (WCB-1) sent to the WCB with Return to Work date? (RTW \_\_\_/\_\_\_/\_\_\_)

### Length of disability More than 7 days?

- Was MOP (WCB-3) or NOC (WCB-9) filed within 14 days of employer notice?
  - If NOC (WCB-9) was not filed within 14 days of employer notice, was Mandatory MOP (WCB-3) filed?
- Do we have a wage schedule?
  - Has the wage schedule been filed with the WCB? (WCB-2)
- Do we have a Dependency Form?
  - Has the Dependency Form been filed with the WCB? (WCB-2A)

## Memorandum of Payment

### If provisional MOP (WCB-3) filed initially, have we filed the amended MOP (WCB-3) or Modification (WCB-4) with the correct rate?

## Compensable Lost Time Claims

### Return to Work

- If claimant returned to work, was Disc/Mod (WCB-4) filed?
- If changes in the compensation rate have occurred since the previous MOP (WCB-3) was filed, has a Disc/Mod (WCB-4) been filed?

### Has employee resumed full wages?

- If yes, was Disc/Mod (WCB-4) or (WCB-8) filed? (Whichever applies)

## Statements of Compensation

### Has it been 195 days since the date of injury?

- Has the Statement of Compensation (WCB-11) been filed?
  - \*\* Interims are filed within 195 days of the date of injury and then annually (within 15 days of the injury's anniversary date) thereafter.
  - \*\* Finals – Box 20 must equal the total of all the Disc/Mod(s) (WCB-4) that have been filed.

### FYI:

- Wage Schedules & Dependency Forms (WCB-2, WCB-2A) must be completed in all cases when lost time exceeds 7 days (waiting period).
- Dependency Forms (WCB-2A) should be completed by the employee, but can be completed and signed by the adjuster if the employee fails to complete the form.
- Completed Wage Schedules (WCB-2) and Dependency Forms must be submitted to WCB within 30 days of the employer's knowledge of any claim for compensation, and are required even in cases where we are controverting the disability.
- Did you know that employees who file *Married Joint* get to include the spouse as a dependent?

**YES NO**

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## **Maine Workers' Compensation Claims Processing Checklist**

Example: Married filing Jointly with no dependents is entitled to benefits based on one dependent.

**Maine WCB Fax # (207) 287-5895    Feel Free to Use It!!!!**